

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Supervising Nurse III (Salary: \$ 5,657.00 - \$7,340.00)

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California – West Los Angeles
800 Bringham Ave., West Los Angeles, CA 90049
Temporary (Approx. 2yrs.) Offices Currently At:
6150 Van Nuys Blvd., Van Nuys, CA 91401

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

Duties and Responsibilities:

Under the direct supervision of the Skilled Nursing Facility Administrator, has responsibility for developing standards, procedures and policies to maintain quality-nursing services with primary emphasis on the physical care needs of the residents in the Skilled Nursing Facility. Identifies and monitors conformance with standards of nursing practice.

Responsible for the supervision of the Assistant Director of Nursing of the Skilled Nursing Facility.

- Develops, maintains, and monitors implementation of nursing policy and procedures. Ensures the policies and procedures are consistent with professionally recognized standards of nursing practice. Recommends to the Administrator via the Skilled Nursing Facility Administrator appropriate numbers of nursing personnel and levels of expertise needed to meet the nursing service needs of the facility. Identifies problems that have not been satisfactorily resolved at the supervisory level and recommends and works towards solving.
- Participates in planning and budgeting for nursing services. Develops methods of coordinating nursing services with other resident related services. Participates in the selection of nursing staff and unit clerks (Office Assistants and Office Technicians).
- Meets regularly with the Assistant Director of Nursing and the Chief Medical Officer for the skilled nursing units to assure compliance with nursing policy and identify areas of concern. Collaborates with all committees that relate to health quality assurance issues as a member of the total health care team. Ensures that all staff receive the required amount of in-service training. Serves as contract manager for nursing registry.
- Serves as a member of the Quality Assurance Committee, Admissions Review Committee, Resident Care Policy and Procedure Committee, Medical Records Committee, Infection Control Committee, Health and Safety Committee, Pharmaceutical Services Committee and the Resource Management Committee; attends all meetings with active participation in nursing-related concerns.
- Provides oversight for the Nursing In-Service Program, and Central Supply.
- Collaborates with the Assistant Director of Nursing any admission to the Skilled Nursing Units. Serves as resource person to all clinical assigned areas in the absence of the Assistant Director of Nursing.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814
Attn: Jacque Ruiz, M80#044G 08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#044G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 9.29.08